

PART 3 - SITE/ATTENDANCE CENTER FOR SCHOOL NUTRITION PROGRAMS

- A. Name of Local Agency:** Fill in the Name and Number of the Local Agency on each site sheet., and Site Name.
- B. Site Name:** Fill in the name of the site as it is listed in the Educational Directory, or as it appears on the license. Include the physical address so that the site can be located. This will not be used for a mailing list. Include the street and city.
- C. Name and title of the person responsible** for food service at the site. List the appropriate person, along with the phone, fax, and e-mail. This may or may not be the same person as the food service director listed in Part 1E. This should be the head cook, food service manager, or child nutrition/food service director - whoever is the lead worker for food service at this site.
- D. Type of Site:** Indicate the type of site/attendance center this is, or if it has multiple attendance centers in one building. While Part 1F might list more than one attendance center, if all attendance centers are in one building only one Part 3 needs to be completed. If more than one attendance center is in one building, check the "Single building with multiple attendance centers" box, and then check the attendance centers included in this building and list the grades that the attendance center covers. The attendance centers and grades should match that listed in the Verification of Grade Spans reported to the Department of Education. If an attendance center is made up by more than one building and meal service site, list the different buildings separately.
- E. Method by which meals will be provided:** Check the appropriate description.
- F. Accreditation/Licensing:** Check the appropriate box. Schools must be accredited by the SD Department of Education. Residential Child Care Institutions (RCCI) must be licensed by the appropriate licensing authority (federal, state, or local).
- G. Operating Data:**
Check the appropriate description.
- H. Menu Planning Options:**
Check the appropriate description.
- I. Offer vs. Serve – Food Based Menu Planning**
Offer vs. serve for lunch is mandatory at the senior high school level. Requirements vary by type of menu planning option implemented. Review the manual on offer vs. serve, printed in 2004, entitled Offer Versus Serve for further information. There is a separate module for each of the menu patterns. The school may not specify which food items a child must take or may decline. The school shall determine which grades will be included, must have a formal policy regarding lunch offer vs. serve, and must inform the students. Check appropriate boxes for this site.
- Lunch: Both Food Based Menu Planning Options (Enhanced and Traditional)** At the high school level, students must be allowed to decline up to two of any of the five offered menu items. Offer vs. serve is optional for grades below the senior high. At a minimum, students must have at least three items in full portion in order for the meal to be claimed for reimbursement
- Breakfast: Both Food Based Menu Planning Options (Enhanced and Traditional)** If implemented, students must be allowed to decline one of any of the four offered items. At a minimum, students must have at least three items in full portion in order for the meal to be claimed for reimbursement.

J. Offer versus Serve - Nutrient Standard Menu Planning and Assisted Nutrient Standard Menu Planning

Offer vs. serve for lunch is mandatory at the senior high school level. Requirements vary by type of menu planning option implemented. Review the manual on offer vs. serve, printed in 2004, entitled Offer Versus Serve for further information. There is a separate module for each of the menu patterns. The school may not specify which food items a child must take or may decline. The school shall determine which grades will be included, must have a formal policy regarding lunch offer vs. serve, and must inform the students. Check appropriate boxes for this site.

Lunch: Nutrient Standard Menu Planning and Assisted Nutrient Standard Menu Planning

Students must be allowed to decline only one of the offered items. Offer vs. serve is optional for grades below the senior high. At a minimum, students must have the entree in full portion in order for the meal to be claimed for reimbursement.

Breakfast: Nutrient Standard Menu Planning and Assisted Nutrient Standard Menu Planning

At a minimum, the participating school shall offer the students at least 3 menu items. Students must select at least two menu items and may decline a maximum of one menu item offered. The school may not dictate which other food items a child must take or may decline. Review the manual on offer vs. serve, printed in 2004, entitled Offer Versus Serve for further information.

K. Snack After School Operating Data

1. Check 1a if the SFA does not offer snacks after school and skip the third page.
Check 1b if the SFA does offer snacks after school and complete the third page. The Snack after School section asks for specific data related to the snack
2. Indicate Yes or No.
3. Indicate Yes or No and include a copy of the license.
4. Indicate Yes or No.
5. Provide a description of the activities that will be offered. Eligible programs must include education or enrichment activities in organized, structured and supervised environments. Under no circumstances can organized athletic programs engaged in interscholastic sports be approved as after school care programs under this provision. However, programs that include supervised athletic activity along with education or enrichment activities may participate. Interscholastic sports students participating in other programs, such as tutoring, are eligible for the program. The program must be open to all and must not limit membership for reasons other than space or security considerations or, where applicable, licensing requirements.
6. Indicate Yes or No. The snack program is for activities after school, not as a part of the regular school day.
7. Check the appropriate line.
8. The snacks may be claimed only on days that school is in session. This may include snacks served in after school care programs operated for children attending summer school, but does not include weekends, holidays, or school vacations. Operation each day of the week is not required. Circle the days that the snack will be offered. If dates of operation for the snack are different than the lunch program, list those dates (e.g., starts later or ends earlier).
9. Provide the hours of operation.
10. Circle the ages of children to be served. Children who turn 19 during the school year may continue to be claimed in the snack program. Children who were 19 at the beginning of the school year cannot be claimed for reimbursement.
11. Recordkeeping is required for the snacks that will be claimed for reimbursement. Sometimes different people are responsible for the snack preparation and service than that are responsible for breakfast and/or lunch. This section shall provide assurance that the proper records are maintained and to help avoid overclaims for non-supporting documentation. Sites that are not area eligible must count meals by eligibility category according to the applications for free and reduced price meals that are on file.